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TAB C

Office of Scientific Intelligence

Approximate Weekly Distribution of Clerical and Stenographic Manhours

No. of personnel on duty	Ops.	Prod.	Bio.	Med.	Chem.	P&E	ASD	NED	SAD	SRD	Total	
Total m/hrs. available	120	220*	80	280	200	320	240	240	240	80	2020	25X9A2
												Per cent
Dictation	18	18	3	20	16	7	12	19	24	2	139	6.9
Typing	80	121	34	128	93	190	87	123	127	27	1010	50.0
Logging	7	7	4	7	5	14	7	9	10	5	75	3.7
Filing	2	17	8	25	34	23	24	39	21	9	202	10.3
Routing	2	9	16	39	23	13	58	14	7	9	190	9.1
Telephone	6	6	4	11	10	24	16	10	11	7	105	5.2
Reproduction	1	6	1	5	4	10	9	4	2	3	45	2.2
Mis. Admin.	4	36	10	45	15	39	27	22	38	18	254	12.6

* Less 20 hrs. per week of Clerk Typist's time
engaging in editorial work.

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